STARS
Student Tracking and Reporting System

DC STARS Quick Tips
SHORTCUTS

ACTION	KEY COMBINATION	ACTION	KEY COMBINATION
Accept	**F10**	**Insert Record**	**F6**
Cancel	Esc	Left	Left Arrow
Clear Block	Shift + F5	**List of Values**	**F9**
Clear Form	Shift + F7	Next Item	Tab
Clear Item	Ctrl + U	Next Item	Ctrl + Tab
Clear Record	Shift + F4	Next Record	Ctrl + Down
Count Records	**Shift + F2**	Next Set of Records	Ctrl + >
Delete Backward	Backspace	Previous Item	Shift + Tab
Delete Record	Shift + F6	Previous Item	Shift + Ctrl + Tab
Display Error Msg	**Shift + F1**	Previous Record	Shift + Up
Down	Ctrl + I	Print	Shift + F8
Down	Down Arrow	Return	Enter
Duplicate Item	F3	Right	Right Arrow
Duplicate Record	F4	Scroll Down	Page Down
Edit	Ctrl + E	Scroll Up	Page Up
Enter Query	**F7**	Show Keys	Ctrl + F1
Execute Query	**F8**	Up	Up Arrow
Exit	**Ctrl + Q**	Up	Ctrl + Up
Help	**F1**		

ADMITTING A STUDENT

Navigational Path: **Admit Button on the Start Screen OR Main Menu→Admit Student**

Tips
- Avoid duplication by performing three queries: 1) student's ID number, 2) full last name, and 3) partial last name with a wildcard (%).
- Admission date will default to current date. This date can be changed to reflect correct admission date for student. Verfiy admission date is on or before student's registration date prior to creating a registration record.

Required Fields
- Legal Last Name, Legal First Name, Gender, Birthdate, Proof of Age, Ethnicity/Race, Admission Reason, Admission Date, Admission Status, Grade, Street, State, and Mailing Address

WITHDRAWING A STUDENT

Navigational Path: **Withdraw Button on the Start Screen OR Main Menu→Withdraw**

Tips
- You may need to withdraw a student for purposes of student drop-out, moving, transferring, or no show.
- No show is typically used in the first month of school for students who pre-enroll, but never attend class at your school.
- To avoid withdrawing the wrong student, always check the student ID number and the correct spelling of the student's name.
- The withdraw date should be selected as the first day of non-attendance (i.e., the day after the last day of membership).
- If today is the last day the student will attend your school, enter tomorrow as the withdrawal date.

Required Fields
- Withdrawal Date and Reason

DC STARS Quick Tips
ATTENDANCE

Daily Attendance Home Room Entry

Navigational Path: **Attendance Module Button on Start Screen → Daily Attendance → Home Room Entry**

Tips
- After clicking the attendance module button, answer "Yes" to the exit dialog prompt to exit eSIS and enter attendance module.
- Adjust date or click OK at Period/Daily Att.-Attendance Day Entry screen.
- Displays attendance entries previously processed for given date and homeroom.
- Query by homeroom, teacher or room; good place to enter absences and tardies homeroom by homeroom.
- AM absence entry automatically results in PM absence, unless Home Room AM only or PM only kindergarten; OK to delete PM absence to reflect partial-day absence.
- Activated absence checkbox requires Reason.
- Optional activation of Attendance Complete checkbox writes date/time-stamped record to Attendance Completion Log.

Required Fields
- Date, Reason

Daily Attendance Mass Entry

Navigational Path: **Attendance Module Button on Start Screen → Daily Attendance → Mass Entry**

Tips
- Displays all attendance entries made in school for given date.
- Optional Defaults can be selected for AM and PM absent reasons that will automatically populate Reason Code fields when adding new records here.
- Good place to update office reason for attendance taken via other procedures; office reason is important because it determines how attendance entry will be classified (e.g., authorized, unauthorized, excused, unexcused).
- "Mass entry" refers to defaults that will auto populate entry area for each new student.

Required Fields
- Date, Reason

Daily Attendance Full Day/Multi-Day Absence Entry

Navigational Path: **Attendance Module Button on Start Screen → Daily Attendance → Full Day/Multi-Day Absence**

Tips
- Enter full day and multiple day absences, for example, to reflect student's vacation or religious holiday schedule.
- "View" options allow user to view non-school days omitted from entry.

Required Fields
- Date, Reason